

IT Specialist/Analyst and Database Programmer (General Services)

The Department of General Services is seeking an IT Specialist/Analyst and Database Programmer to provide internal and external support by giving technical assistance and support to system users. This is a one-year, full-time contractual position with potential for transition to a full-time permanent position.

Primary Duties and Responsibilities

- Develop, modify and maintain assigned programs. Monitor the operation of assigned programs and respond to problems by diagnosing and correcting errors in logic and coding via SQL Server.
- Review user requirements and needs for software and perform analysis, design, implementation, installation and training related to new software developed and/or acquired.
- Design and document systems based on analysis results and further consultation with management.
- Develop databases, programs and procedures necessary to integrate and/or implement the system.
- Test system fully to determine its operational reliability prior to implementation of new system procedures.
- Provide technical advice and support to users. This includes creating ad-hoc reports, data analysis and correction, training and problem solving.
- Assist in selecting hardware and software to be use by staff.
- Maintain contact with vendors to assist support activities.
- Write programs to create user interface to enter, update, and delete data, generate reports.
- Use data models to organize, store and secure data, repairs and compacts databases.
- May install, modify and maintain systems and utility software on server computer systems.

Minimun Qualifications

A Bachelor's degree in electronic data processing or computer science and three years of experience in preparing computer programs, including two years in system design.

Compensation

Salary \$50,000 - \$55,000

For consideration, please send cover letter and resume referencing the job title to:

Baltimore City Department of General Services
200 N. Holliday St. 8th Floor
Baltimore, Maryland 21202
DGS_HR@baltimorecity.gov
Attention: Erica Gee, HR Assistant II

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